

CIA INTERNAL USE ONLY

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13 MAR 1957

MEMORANDUM FOR: Comptroller

STATINTL ATTENTION: Mr. [redacted] Technical Accounting Staff

FROM: Director of Personnel

STATINTL SUBJECT: Proposed Regulation [redacted] Designation of Employees to Serve as Notaries Public *approved*

1. Subject regulation was drafted by the Office of Personnel to establish Agency authority to refund to employees, serving as official notaries public, any expense incurred in obtaining their commissions. Authorization for such reimbursement was granted in Public Law 681 enacted 11 July 1956.

2. Comments elicited from the Inspector General and the Office of the Deputy Director (Plans) during Agency coordination of the proposed regulation indicate some doubt as to the necessity for a separate regulation on this subject. Upon reconsideration, the Office of Personnel also inclines to the view that, since the subject of the proposed regulation involves only nine notaries and less than \$100 expense per annum, an Agency-wide regulatory issuance is not required and that the matter could best be handled through an administrative memorandum.

3. Regardless of whether the subject is covered through the Agency regulatory system or by memorandum, we believe that this matter should be administered by a single office. Originally, the Office of Personnel became involved in the certification of employees designated to act as notaries public because, under the informal procedures prevailing prior to the enactment of Public Law 681, reimbursement was made through the CIA Welfare Assistance Fund. Now that authority for the official reimbursement of such expenses exists and refunds will be made by the Fiscal Division of the Office of the Comptroller, it is suggested that both the certification of employees designated to serve as notaries public and their reimbursement be handled entirely within the Office of the Comptroller in the interest of convenience and simplicity. The two functions are so related and occur so infrequently that it is deemed inappropriate to divide them between two offices.

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4. We propose, therefore, that the subject be covered by an Office of the Comptroller issuance establishing such internal procedures as are considered necessary to administer this program. We are attaching, for your information, copies of the comments elicited during Agency coordination.

[REDACTED]

STATINTL

Gordon M. Stewart
Director of Personnel